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An important aspect of today's business is to have an environmental strategy revolving around sustainability. A number of organizations offer Strategic sustainability consulting that help companies and its employees move towards work ethics leading towards a better, safer & sustainable surroundings.

Developing plans to cut down waste production will yield a double benefit, one of environment protection and two cost reductions. The first step towards sustainable environment is reducing waste. How this can be achieved is by bringing small changes in waste management procedures employed at work place. Some simple steps include:

- Make use of reusable cups for coffee and not Styrofoam glasses for staff as well as guests coming in office. Also rather than giving individual packs of sugar, cream etc, purchase these in bulk and put in a container. This would reduce wastage of resources.

- If you utilize bottled water for employees then discard them and replace with a common water cooler. A good step for managing water resources.

- Put separate bin for collecting old coffee grounds and find a gardener who can use these in various plantings.

- Do not discard worn paper. It could be shredded and used as packaging material for shipping various products.

- You can reduce paper usage by giving every employee a dry erase board to keep notes and records. Also utilize refillable and reusable markers pens such as AusPen. These are not only environment friendly & non toxic but cost lesser than traditional markers.

- Develop program that aware employees about needless printing of papers. Develop pop-ups and graphics to let person printing know how much damage his unnecessary printing is going to cause.

- Every employee should be given an individual trash can at their desk for wastes apart from a common trash bin.

- An area for keeping used office supplies should be there which would allow reuse of these. By using blank labels files and folders could be easily reused.

- Make effective use of paper printed on one side. Cut it and make use of it in notepads used in office.

- Sell the wooden pellets to contractors rather than land filling them; who would utilize them in making furniture or other purposes.

- Build a rotating policy amongst office staff for taking trash into main collection area.

- Earn money by selling worn out old furniture rather than simply disposing it as junk.

These simple steps will surely bring a change in thought process of employees makes them work for a safer environment.

For more detail:

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